

DIOCESE OF JOLIET GRADE LEVEL TECHNOLOGY SKILLS CHECKLIST

General Skills	K	1	2	3	4	5	6	7	8
Login	D	P	P	P	P	P	P	P	P
Login to a personal account		D	D	P	P	P	P	P	P
Log into web-based accounts		D	D	D	P	P	P	P	P
Open/close and save files to proper location		D	D	P	P	P	P	P	P
Demonstrates proper care of a device.	D	D	P	P	P	P	P	P	P
Navigate to personal drive		D	D	D	P	P	P	P	P
Organize files					D	D	P	P	P
Create folders				D	D	D	P	P	P
Recognize and use keys on keyboard	D	D	D	D	P	P	P	P	P
Type using two hands on home row		D	D	D	D	P	P	P	P
Know basic keyboard shortcuts			D	D	D	D	D	P	P
Mouse, Trackpad, Tablet- Use to select, move, execute icons, files & programs	D	D	D	P	P	P	P	P	P
Use correct terminology	D	D	D	D	D	P	P	P	P
Word Processing	K	1	2	3	4	5	6	7	8
Construct sentences	D	D	P	P	P	P	P	P	P
Simple paragraphs with indenting, spacing			D	D	P	P	P	P	P
Create template							D	D	D
Insert images	D	D	D	D	P	P	P	P	P
Use basic menu		D	D	P	P	P	P	P	P
Cut, copy and paste		D	D	D	P	P	P	P	P
Use find & replace-words, phrases, etc.					D	D	D	P	P
Format text		D	D	D	D	P	P	P	P
Use header and footer		D	D	D	D	P	P	P	P
Page setup				D	D	D	P	P	P
Grammar and spelling			D	D	P	P	P	P	P
Thesaurus					D	D	D	P	P
Tables					D	D	D	P	P
Use graphics with citations					D	D	P	P	P
Set tabs							D	D	D
Spreadsheet	K	1	2	3	4	5	6	7	8
Enter data in cells		D	D	D	P	P	P	P	P
Select cells to create simple chart			D	D	D	D	P	P	P
Understand spreadsheet basic vocabulary			D	D	D	D	P	P	P
Use basic menu and toolbars			D	D	D	D	P	P	P
Create simple formulas					D	D	P	P	P
Resize columns and rows					D	D	P	P	P
Use sum function					D	D	D	P	P
Understand and use sort function						D	D	P	P
Use page set up					D	D	D	P	P
Cut, copy and paste				D	D	D	P	P	P
Insert rows and columns				D	D	D	P	P	P
Presentation	K	1	2	3	4	5	6	7	8
Create basic presentation			D	D	D	P	P	P	P
Use themes and backgrounds			D	D	D	P	P	P	P
Proper use of text				D	D	D	P	P	P
Slide layout			D	D	D	P	P	P	P
Slide transition					D	D	P	P	P
Slide sort			D	D	D	D	P	P	P
Use basic menu/tool bar			D	D	D	P	P	P	P
Insert animation, video, pictures				D	D	D	P	P	P
Print speaker notes						D	D	P	P
Format slide show (timings)					D	D	P	P	P
Internet/Research	K	1	2	3	4	5	6	7	8
Navigate a browser	D	D	D	P	P	P	P	P	P
Evaluate websites for accuracy and relevance				D	D	D	D	P	P
Know a system for bookmarking/saving sites			D	D	D	D	P	P	P
Use social bookmarking to compile resources					D	D	D	P	P
Know how to build website, wiki								O	O
Basic understanding of copyright			D	D	D	D	P	P	P
Use and follow copyright rules and guidelines					D	D	D	P	P
Know proper format for citing sources			D	D	D	D	P	P	P
Know Internet safety guidelines	D	D	D	D	D	P	P	P	P
Know how to handle cyberbullies			D	D	D	P	P	P	P
Know how to configure privacy settings for social media								D	D
Know how to use sites to discuss, share and blog				D	D	D	D	P	P
Collaborate with peers on digital projects				D	D	D	P	P	P
Practice good netiquette when commenting			D	D	D	P	P	P	P
Other	K	1	2	3	4	5	6	7	8
Independently use a drawing program	D	P	P	P	P	P	P	P	P
Use a graphic organizer like Kidspiration	D	D	D	D	P	P	P	P	P
Take and edit photos		D	D	D	D	P	P	P	P
Download and upload photos			D	D	D	D	P	P	P
Navigate applications	D	D	D	D	D	D	P	P	P
Have a basic understanding of programming								O	O
Use a program's help tool.				D	D	D	P	P	P
Choose the most appropriate format for presenting information				D	D	D	P	P	P
Understand and access databases to find appropriate information							O	O	O
Use a voice recorder for reading from a book, story creation			D	D	D	P	P	P	P
Evaluate digital tools for effectiveness for task							D	D	P
Peer edit using digital tools			D	D	D	D	P	P	P
Use digital tools for assessment			D	D	D	D	P	P	P
Create and edit video			D	D	D	D	P	P	P

Key
D - Developing P -Proficient
O -Optional